

APPROVED

Downtown Providence District Management Authority

Board of Directors Meeting Minutes

May 16, 2013

1. Roll Call

Chairman Richard Lappin called the meeting to order at 8:30 a.m.

Directors present: Joseph DiBattista, Wendy Doyle-Spatcher, Susan LaPidus, Richard Lappin and John MacIver and Christopher Placco

Ex Officio Members present: Lindsay Hahn, Gonzalo Cuervo, Leo Perrotta, Robert Lepre, and Lisa Paratore

Others present: Dan Baudouin, Executive Director of The Providence Foundation; Joelle Kanter, The Providence Foundation Program Manager; Frank LaTorre, Director of Public Space, Alison Izzi, DID Accounting Manager, Frank Zammarelli, Block by Block Operations Manager and Cliff Wood, Director of Downtown Parks Conservancy

2. City of Providence Update

Cpt. Robert Lepre reported that Lt. Michael Figueiredo will be transferred to the Detective Division of the Providence Police Department. Lt. Figueiredo was the longest serving District Commander, serving for 9 years. His replacement has not yet been

announced.

Chairman Richard Lappin made a motion to thank Lt. Michael Figueiredo for his service and dedication to the City and the Downtown Improvement District throughout the years. Director Chris Placco seconded the motion and a roll call vote was held as follows:

Director DiBattista Yes

Director Doyle-Specter Yes

Director LaPidus Yes

Director Lappin Yes

Director Macliver

Director Placco Yes

Yes

Therefore the motion passed.

Gonzalo Cuervo reported that the Mayor and City Council are attempting to get the 2014 budget passed. He reported that the Council is hesitant to freeze commercial tax rates, stating that the

Council is not receptive to the idea since business owners don't vote. The public hearing on the budget will be held May 22, 2013 before the City Council.

Chairman Richard Lappin made a motion in support of the Mayor's goals. Director Chris Placco seconded the motion and a roll call vote was held as follows:

Director DiBattista Yes

Director Doyle-Specter Yes

Director LaPidus Yes

Director Lappin Yes

Director Macliver

Director Placco Yes

Yes

Therefore the motion passed.

3. Approval of the minutes from the April 18, 2013 meeting

Director Chris Placco motioned to approve the minutes from the April 18, 2013 Board Meeting. Director John Macliver seconded the

motion and a roll call vote was held as follows:

Director DiBattista Yes

Director Doyle-Specter Yes

Director LaPidus Yes

Director Lappin Yes

Director Macliver

Director Placco Yes

Yes

Therefore the motion passed.

4. Financial Report – Presentation of 2014 Draft Budget

Alison Izzì presented the proposed draft budget for 2014 and the projected year end budget for 2013. Year 2013 is projected to finish \$4,580 better than budgeted with net income from operations projected at \$40,090 vs. \$35,510. The surplus is the result of tight controls and close monitoring of expenses throughout the year. The surplus will be used to fund future capital equipment expenditures. The 2014 draft budget is projecting net income from operations of

\$119. This includes staff raises and keeps revenue neutral. The 2014 budget includes an overall increase in expenses of 2.03% which is mainly due to a significant increase in Block by Block's personnel costs. Based on the 2014 budget, no capital asset purchases are necessary until 2015 and capital asset purchases are fully funded through 2016. It should be noted that this year's Special Projects will be funded with unrestricted funds from prior years. Although revenue will remain neutral, based on the City's current revaluations, the DID's tax rate may have to change in order to keep the assessment amounts the same.

Director Joe DiBattista motioned to accept the 2014 draft budget as presented, Director Doyle-Specter seconded the motion, and a roll call vote was held as follows:

Director DiBattista Yes

Director Doyle-Specter Yes

Director LaPidus Yes

Director Lappin Yes

Director Macliver

Director Placco Yes

Yes

Therefore the motion passed.

5. Report from the Director of Public Space

Frank LaTorre reported that the DID continues to help advance the ADA sidewalk project, street paving and street lighting project in the Financial District by lobbying and working with RIDOT, the City of Providence, VHB and Bryant Engineering. In March the DID held an organizational meeting with all parties involved. When the project reaches the 30% completion point the DID will call a meeting of the property and business owners along Weybosset and Westminster Streets for input. Work is ongoing regarding adding color and vibrancy to the downtown gateways with more plantings/flowers and an emphasis on incorporating public art. A recent walk around included Bert Crenca & Lynn McCormack of the City's Department of Art, Culture and Tourism to brainstorm as to where to incorporate public art. Meetings with GLA, Gates Leighton Associates, are ongoing working on strategies to execute the Gateway master plan. Meetings with major property owners continue with an eye on expanding into the Capital Center District. On April 29th the Board of Licenses adopted 15 pages of proposed rules and regulations for which the Hospitality Resource Partnership has been lobbying. Many of the proposed ordinance changes came from suggestions from the HRP. The Board of Licenses will challenge May 6th DBR ruling,

overturning a BOL decision that nightclubs can have bottle service at the table.

Chairman Richard Lappin motioned to thank public officials for their support on passing ordinance changes, resolutions and new rules and regulations to improve nightlife safety. Director DiBattista seconded the motion, and a roll call vote was held as follows:

Director DiBattista Yes

Director Doyle-Specter Yes

Director LaPidus Yes

Director Lappin Yes

Director Macliver

Director Placco Yes

Yes

Therefore the motion passed.

6. Marketing Report

Joelle Kanter reported meeting with the marketing firm NAIL to review

2 different design options for the bringyourcomanytolife.com website. The website is scheduled to be launched sometime in mid-August 2013. The 2013 maps and business directories have been printed and distribution to downtown businesses has begun. Copies are also available online for downloading and printing at the website www.providencedowntown.com. Joelle reported that the wayfinding signage committee met last week to review messaging, fundraising, designs for the back of the signs and other details. The bidding package will be completed by the end of the month. Fundraising efforts have been successful, with Providence Tourism Council granting us \$25,000.

7. Report from Block by Block

Frank Zammarelli reported that he will start planting the flowers next week. He will start with the 80 planters, then half the ground gardens, the hanging baskets and then finish the remaining ground gardens. His goal is to have all the hanging baskets up by Brown graduation and have all planting completed within 3 weeks including the ground garden at Capriccio's which takes 3 days. He reported that 2 temporary seasonal ambassadors have been hired and will begin on June 1st.

8. Economic Development

Dan Baudouin reported on the commercial tax rate freeze. He

discussed recommended improvements to the permitting process which would include adding more reviewers, having one centralized office location, identifying smaller projects in order to get smaller applications processed faster. He discussed the Providence Viaduct Project which was started 6 years ago and consists of the replacement of the I-95 Providence Viaduct, Bridge No. 578 in downtown Providence. He also discussed the marketing campaign that is underway with the Marketing firm NAIL.

Chairman Richard Lappin made a motion to go into Executive Session to vote on personnel matters relating to the 2014 budget. Chris Placco seconded the motion and a roll call vote was taken as follows:

Director DiBattista Yes

Director Doyle-Specter Yes

Director LaPidus Yes

Director Lappin Yes

Director Macliver

Director Placco Yes

Yes

Therefore the motion passed

10. Adjournment

The meeting was adjourned at 9:35 a.m.

Respectfully submitted,

Alison Izzì

Accounting Manager

Downtown Improvement District